**What is the CT Point in Time (PIT) Count?**

Each year CT counts all people experiencing homelessness as defined by HUD and reports that data to HUD.

**When is the 2025 CT PIT Count?**

2025’s count is on Tuesday night, 1/28/25. HUD requires that the count be conducted for a single night during the last 10 days of January each year.

**What is the due date for all Data Entry for the 2025 PIT Count?**

The due date for data entry and/or data confirmation is 2/4/2025.

**Who is counted?**

HUD has strict rules about who is considered to be experiencing homelessness and who must be and may not be counted.Only people who stayed in one of these places on the night of 1/28/25 can be counted:

* A place not meant for human habitation, like a vehicle, tent, park, train station, or abandoned building
* An emergency shelter, transitional housing, or warming center

People who spent the night with friends or family, or in a hospital, jail, emergency room, or rehab cannot be counted.

HUD also requires reporting the numbers of people in programs who were experiencing homelessness upon entry. People in Rapid Rehousing (RRH), Permanent Housing (PSH) and Other Permanent Housing (OPH) are counted too, but their information isn’t reported the same way as those currently experiencing homelessness. These people are not seen as homeless anymore; they are considered formerly homeless.

**How can I help make sure all people experiencing homelessness are counted?**

All people experiencing unsheltered homelessness should be connected to a Street Outreach program or a Youth Navigator Program. Those programs must:

* See the person on the night of the count or speak to the person within 7 days after the count to verify where they slept on 1/28/25. Where the person slept cannot be assumed.
* Complete a [Current Living Assessment (CLA)](https://cthmis.com/wp-content/uploads/2023/08/Unshelterd-HMIS-Participating-Current-Living-Situation-Assessment-2022-2023.pdf) in the Homeless Management Information System (HMIS) for the young person for the night of 1/28/25 indicating where the person slept on that night.
* Collect and enter or confirm data in the [PIT database](https://cthmis.com/pit/) by 2/4/25.

If you aren’t sure how to connect someone to services and ensure that they are counted, you can reach out to one of the CAN Outreach Contacts included at the end of this document.

All people experiencing sheltered homelessness (e.g. in an emergency shelter, transitional housing program or warming center) should be counted either in the homeless management information system (HMIS), or on a Smartsheet. If you don’t know how your participants are being reported, contact someone in charge of the program, or one of the CAN Outreach Contacts listed at the end of this document for assistance.

**What should staff at Street Outreach and Youth Navigator programs do to get ready for the count?**

Data clean up:

* Ensure all clients are enrolled in HMIS and have a Current Living Assessment (CLA) completed within the past 90 days.
* Ensure clients no longer receiving services are exited from the program in HMIS.
* Make a plan to see and/or speak with all clients on the evening of the count or during the 7-day period after the count to determine which clients will be reported as unsheltered on the night of 1/28/25.
* Make a plan to enter and/or confirm the data in the PIT database by the due date of 2/4/25.

**What if I cannot get in touch with my Street Outreach client on the night of the count or within the 7 days after the count?**

* Every attempt should be made to speak with people experiencing unsheltered homelessness from the evening of the 28th through 2/4/25, including phone calls, emails, and in-person visits and or searches, including canvassing known sleeping or other locations where the client is known to spend their time. If you are still unable to contact your client, do not count them as unsheltered for the 2025 PIT count.

**What should staff at Emergency Shelters, Transitional Housing, Safe Haven, Rapid Rehousing, Permanent Supportive Housing and Other Permanent Housing programs to get ready for the count?**

* Ensure your program is in the PIT database.
* Review [training materials](https://cthmis.com/pit/) as necessary and create a plan for entering and/or confirming your PIT numbers prior to the 2/4 due date.
	+ If you still have questions after reviewing the materials, send them to the help desk at help@nutmegit.com.
* HMIS participating programs should ensure that all clients are enrolled in HMIS and that move-in dates are entered correctly for people in RRH, PSH and OPH programs.
* HMIS programs should ensure that all clients who have left the program have an exit date in HMIS.
* Non-HMIS programs should gather information for people who may still be enrolled on the night of the count including as much of the following as possible: HMIS client ID, first and last names, date of birth, age, social security number, veteran status, race and ethnicity, gender, and household type (adult only or adults with children).
* Make a plan to enter and/or confirm each program’s data in the PIT database by the due date of 2/4/25.

**What if the numbers for my HMIS program are showing up incorrectly in the PIT database?**

* For HMIS programs, the PIT database is populated by HMIS. If something is showing incorrectly in the PIT database, review your HMIS data and make changes appropriately to ensure that the correct number of persons shows in the PIT database. For example:
	+ If too many people are showing in a transitional housing program, look to see what enrollment may need exiting.
	+ If too few people are showing for a street outreach program, ensure that each person who should be counted has a [current living situation assessment](https://cthmis.com/wp-content/uploads/2023/08/Unshelterd-HMIS-Participating-Current-Living-Situation-Assessment-2022-2023.pdf) completed for the night of 1/28/25, and that the assessment shows the appropriate persons as sleeping in a place not meant for human habitation.
	+ If too few people are showing in an RRH or PSH program, check to ensure that each person who should be reported has a valid (prior to the count date) move-in date.

**I am a Rapid Rehousing program provider. What extra steps do I have to take to complete the Housing Inventory Count after my PIT numbers are entered?**

For RRH programs the PIT numbers MUST match the housing inventory count (HIC) numbers. So, after confirming the PIT count, RRH providers must go back into the HIC portion of the PIT database and 1) review the auto-populated numbers (especially any beds dedicated to special populations) for correctness, 2) review the program address, confirming that it is correct by clicking the box in the program address section, and 3) certify that the data are accurate by checking the box at the bottom of the page and clicking “save changes.”

**Where can I get more information?**

You can find information about CT’s 2025 PIT Count on the [CT HMIS PIT webpage](https://cthmis.com/pit/).

CAN Outreach Contacts

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